

TOWN OF WEBSTER
Office of Selectmen
945 Battle Street/Rte. 127
Webster, NH 03303

6:33 PM Selectmen's Meeting – May 29, 2012

Present: Chairman George Cummings, Selectman Bruce Johnson and Selectman Roy Fanjoy.

The Board signed the following for Administrative Assistant Judith Jones:

- Selectman Johnson made a motion to accept the Selectmen's Minutes of April 30, 2012 as amended on May 14, 2012; seconded by Selectman Fanjoy and approved.
- Selectman Johnson made a motion to accept the Selectmen's Minutes of the May 14, 2012 as written; seconded by Selectman Fanjoy and approved.
- Appointment sheet for Mike Greenwood as Alternate to the Refuse Disposal Committee until 2014 as confirmed since the last meeting.
- Selectmen Fanjoy made a motion to accept the Selectmen's sealed non-public Minutes of May 14, 2012 as written; seconded by Selectman Johnson and approved.
- Intent to Cut for Rouleen Williams – Map 3-8, 10 & 37. There was a short discussion regarding Map 3-37, which is not designated with boundaries on the Town Tax Maps. All abutters were notified of the intent with a copy sent to the owner and logger. The logger sent a letter advising that the boundaries of the lot would be clearly defined before any logging commenced on that lot.
- Supplemental Intent to Cut for Richard George – Map 4-41.
- Mrs. Jones will talk to Road Agent Emmett Bean regarding any need for temporary driveway permits regarding both Intents signed.
- A 90-day Permit for Travel Trailer for Anne Medeiros – Map 10-3-14.

Financial Administrator Wendy Pinkham was out on medical leave. The report is that she is doing well. A "Get Well" card was signed by all attending.

Police Chief Robert Dupuis advised the Board of the following:

- A vacation request for Lieutenant Philip Mitchell.
- Purchase Order #7 for the Police Department to Mountain Club on Loon for the summer conference in the amount of \$483.85.
- There have been 58 calls for service in the last two weeks. Chief Dupuis read off the highlights. He mentioned an incident on Pillsbury Lake regarding a boat operated by someone intoxicated with young passengers in the boat without life jackets. He visited the person's home and also called Marine Patrol, though they could not make it that night, they will come in the near future.
- He presented the Board with three more policies and procedures to read. He inquired if they had read the last two groups.
- He noted that there have been several thefts recently. He will be visiting some folks in the near future as he has information on previous thefts that have taken place. Discussion ensued on recent items stolen, progress on incidents, etc.
- There has been an arrest for witness tampering and the investigation is ongoing and will take some time to resolve.

Fire Chief Colin Colby advised the Board of the following:

- 60 calls to date, mostly medical, down slightly from 2011.
- The defibrillator had to be sent out for annual maintenance. A crack was found in the outer housing that will cost \$235 to repair and there will be shipping and handling so he will get a purchase order. It is still certified, but over time that would change if not repaired.
- Brush fire and seasonal permits are being issued.

Chief Dupuis inquired about the cost of an AED defibrillator as he would like one in each cruiser. Chief Colby recommended he talk with Sally Becker, who could get them at a very reasonable price.

Selectman Johnson inquired if Chief Colby had received a thank you from the Elementary School; Chief Colby had not. Therefore, Selectman Johnson, on behalf of the Webster Elementary School, publicly thanked Marge Blanchette, David Collins, Sally Becker and Rob Wolinski for participating in Share Day at the School, saying that the children really enjoyed their presence with the new fire

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truck and the ambulance. They showed much of the equipment, including the defibrillator. Chief Colby did help set up for the event, which Selectman Johnson said was a really big day for the school children and a good eye-opener.

Rumor has it that Adam Pouliot would be leaving Webster soon. Plans have been made for him to pick up a building permit to review and he was expected to be here tonight. It was noted that his absence will be a big loss to the Town with all sharing that sentiment.

Referring to the building permit process as one of Mr. Pouliot's responsibilities, Chairman Cummings noted that doing the initial review of the application and checking on the setbacks could easily be done, but the shortcoming was for the electrical and the life safety codes. This prompted further discussion on alternatives for Mr. Pouliot's position as Life Safety Code Enforcement Officer. After discussion it was suggested to check with other Towns. Selectman Johnson volunteered to check with Shared Services. Mr. Pouliot will be asked to make a list of responsibilities regarding the building permits, at least in an outline. Selectman Johnson volunteered to work on a job description from the outline format once this information was received. There was further discussion in general on topics related to the building permits.

7:10 pm Mr. Pouliot arrived at this point. In jest, Chairman Cummings advised him that an Ordinance had been passed that he could not leave for at least 180 days, which was cause for a good chuckle. He was then requested to outline the building permit process as discussed above, which he will do. He will put together a check sheet so that anyone could follow that. He noted that there are three building permits outstanding that need to be completed: Kimball's on Dustin Road is nearly complete and will need a certificate of occupancy; a new permit for Brintnall's on Call Road and a permit for a replacement home on property owned by Borek's on White Plains Road. He offered to help if he were available.

Deputy Chief Pouliot advised that Rob Wolinski was interested in the Forest Fire Warden position and will prepare the paperwork if there were no objections. He would be responsible for calls for a burning complaint, would fill out the paperwork for forest fires either in Town or in another town if responding to a brush fire; and the liaison between the Town and the Forest Ranger. Chief Dupuis requested his cell phone number, which will be provided. Deputy Chief Pouliot also has a recently promoted Fire Department Officer interested in being a Deputy Fire Warden. There will be paperwork for the Board to sign for these appointments, which he will have prepared for the next Board meeting. Selectman Johnson inquired about his position as Emergency Management Director. Deputy Chief Pouliot recommended that it be a full-time employee or a retired person with a background in the emergency profession as there are many meetings to attend as well as trainings, which he elaborated on. The Board agreed.

Selectman Fanjoy thanked Deputy Chief Pouliot for all he has done for the Town and the community. The thank you was resounded by those present. Deputy Chief Pouliot noted that he has enjoyed it, but the move was necessary due to family and job. He did advise that the plan is to be moved by June 24th, noting he would be available for about a week and a half for Town duties. Chairman Cummings again thanked Deputy Chief Pouliot for all his service to the Town.

Selectman Johnson read the revised "Return Check Policy". Selectman Fanjoy made a motion to accept the "Policy"; seconded by Selectman Johnson and approved.

Selectman Johnson read the revised "Selectmen's Agenda Items Policy". After discussion, Chairman Cummings advised that he would like to revise it and send it on to the other Board members for review and would like it put on the June 11th agenda. Discussion ensued regarding this subject. Jere Buckley noted that anyone that speaks does solely at the discretion of the Board, to which the Board agreed. A short discussion ensued on this subject.

The Board discussed the RFP for the carpeting worked on by Selectman Johnson. He had samples from ADF Flooring in Boscawen showing the quality and colors of the industrial carpet available. Selectman Johnson asked the others for suggestions on the draft RFP. It was decided that he would revise the RFP and send it to the others for their review, though he did ask the Board to review some of the specs prior to the next revision. Mrs. Jones requested that she be advised of potential cost as it may be necessary to put the money appropriated for the Town Hall Capital Reserve at the Town Meeting to cover the cost. There was discussion on the costs, timing, colors, moving of the contents of the rooms, keeping the office open, the tile portion and application, etc. It was noted that the tile and the carpeting would most likely be done separately. Selectman Fanjoy will ask Sarah Carter who laid the first tile in the office area as the Board would like to consider them again.

Chairman Cummings advised that he had talked with Wayne Morse regarding a waterless urinal, though he had no potential cost available. He will talk further to Mr. Morse regarding this.

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Fred Reagan dropped off a map of the School and the Town soccer field to be used to designate who is responsible regarding the mowing and plowing of these properties. Selectman Fanjoy will have additional copies made for marking up prior to Mr. Reagan's visit on June 25th. Mrs. Jones will check the registry of deeds to see if there are any Right-of-Way Deeds between the School and the Town.

The Board signed the payroll and check manifests.

8:17 pm Selectman Johnson made a motion to go into non-public session pursuant to RSA 91-A:3 II (a) with Chief Dupuis to discuss "...compensation of any public employee..." ; seconded by Selectman Fanjoy. Roll call: Chairman Cummings – yes; Selectman Johnson – yes; and Selectman Fanjoy – yes. Mrs. Jones was asked to attend.

Chief Dupuis advised the Board that the State Labor Laws were not being followed, citing the law for payment of wages where it says that "All wages due an employee must be paid within eight days after the expiration of the week in which work is performed." This only happens for the Town when a holiday falls on a Monday and the Board does not meet until Tuesday because of this. The pay checks are then distributed on Tuesday or the ninth day after the expiration of the work week. Chief Dupuis indicated that elsewhere, when there is a holiday such as the Town's scenario the check would be dated and issued the previous Friday. Chairman Cummings advised that this is similar to the procedure used by the State.

8:32 pm Chairman Cummings reconvened the meeting. He advised that the Board discussed meeting payroll on the previous Friday when there is a Selectmen's Meeting on a Monday Holiday as the Board then schedules the meeting for Tuesday. The practice will be changed according to State law which requires the payroll to be made "within eight days after the expiration of the week in which work is performed..." Therefore the payday before a Monday Holiday in which a Board of Selectmen's Meeting is scheduled for that Tuesday will be the preceding Friday and the checks will be dated the preceding Friday as well. The Board also determined that this was not something that required the sealing of the non-public minutes.

Chairman Cummings noted that there was an oversight in Police Chief Dupuis' contract when the hours were amended from 20 hours to 32 hours; the amendment was not made to the salary, which was changed from \$30,000 to \$51,000. Therefore the Board amended the contract and initialed the change.

8:34 pm Selectman Fanjoy made a motion to adjourn the meeting; seconded by Selectman Johnson and approved.

George C. Cummings, Chairman
BOS/jj

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